

SVRS Basic Computer Skills Training (Track I)

We have completed all of the SVRS Basic Computer Skills Training in preparation for the rollout of the SVRS this fall. A large part of the SVRS project was to deliver and set up the new desktop computers well in advance of actual implementation so those who need to practice their skills would have a computer available to them. To many participants, using the mouse was a new experience and one that needs further practice. The Training Manual has several exercises that allow participants to practice using the mouse. Office management should make time available and encourage those who attended Track I training to practice their skills. In particular, participants should be able to proficiently accomplish the following activities to be effective in the SVRS Functional Skills (Track 2) class:

- Type using the computer keyboard.
- Use the mouse and understand the use of the left and right mouse buttons, double clicking, drag and drop.
- Position the cursor and highlight existing text in web form fields.
- Navigate through web-based menus.
- Name and save a file.

For those who were scheduled, but unable to attend Basic Computer Skills Training, there are several ways to obtain the training. First, check with your county training department. Most training departments offer a course in basic computer operation. If there is no local training available, **contact John Smith (609) 588-4583 or jsmith@covansys.com before November 1, 2005** with the names of the individuals who need the training. If there are enough people interested in taking the course, then a regional course will be scheduled. Finally, if neither of these options works for you or your people, there are a number of commercial training programs available on Compact Disc for a nominal price. The advantage of this method is that the training CD can be used for more than one person. Check with your local Best Buy, Circuit City, Office Depot, Office Max, or Wal-Mart.



SVRS NEWS

- ◆ **Mike Gallagher** michael.gallagher@lps.state.nj.us
Office: 609-588-4535
- ◆ **SVRS Project Office:** 609-588-8596
- ◆ **Carol Gaskill** carol.gaskill@lps.state.nj.us
Office: 609-588-3175
- ◆ **Kathy Manning** kmannin2@covansys.com
Office: 609-588-7059



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